



UKPSA Training Committee Terms of Reference:

Policy Owner: Regional Director
Date Approved: 14th July 2026
Review Date: July 2029

Purpose:

Oversight and the delivery of training to Association members, and the public, in the safe use of firearms for recreational and competitive dynamic marksmanship disciplines.

The provision of advice and opinion to Council regarding matters of training and education within both the GB Region and others across the IPSC.

Oversight of the development and delivery of all training and education delivered by the UKPSA within the GB region.

Oversight of the application of any other IPSC training and education policies which affect the GB region which have not been developed by the UKPSA

Structure:

Committee Structure. The UTC AD shall be elected by the membership for a 3 year term as part of the Sports Council. The UTC AD once appointed shall then co-opt no less than 4 members of the Association who are SQEP in the areas such as Short Firearm training, Long Firearm Training, Training Development/Delivery and Range Safety. No more than 60% of the committee can change in any one year. Upon the end of the UTC AD Tenure, that person will automatically remain part of the committee in a full voting role for a further period of 12 months to ensure continuity.

Committee Operation. The UTC shall operate as a collective with all decisions made by resolution of the committee. Each member of the committee shall be entitled to vote on any resolution save for the UTC Chair who shall only vote in the event of a tie where they are entitled to cast a deciding vote.

Reporting Line. The UTC reports directly to the UKPSA Sports Council through the Associate Director Training.



Operation:

Meetings

- The Committee shall meet on not less than four occasions in each year, meetings may be held virtually, including online voting.
- Meetings shall be convened by giving fourteen days written notice.
- Any member of the UKPSA shall have the right upon request, to attend any meeting of the Committee as an observer, or to consult minutes of past meetings of the Committee or the commissions and committees thereof.
- There may be items of a confidential nature where observers will be requested to leave
- Only the appointed members may vote on Committee matters at the Committee meetings.
- In extremis, between meetings, electronic voting will be allowed. Decisions so made must be documented in the minutes of the next Committee Meeting
- No person may, by virtue of dual or multiple offices, cast more than one vote.
- The AD UTC may vote only in case of a tie, in which case they have a casting vote.
- The Committee shall transact no business unless a quorum is present. The presence of five members shall constitute a quorum.

Finance

- Annual Budgets for the following year will be submitted to the Treasurer in December to be approved by the Charity Board at their January meeting.
- Expenditure within budget may be committed to without further approval

Reporting:

- The Committee shall produce meeting minutes which will be shared with the membership within 21 days of the meeting
- Significant decisions or changes to policy must be communicated to the membership directly.
- Items requiring Sports Council or Charity Board approval should be submitted in writing to the appropriate Secretary a minimum of 14 days before the next Charity Board Meeting

Tasks & Responsibilities:

Consultation.

To advise the UKPSA Sports Council on all matters relating to the development and delivery of training and education within the Association.

To provide the UKPSA Sports Council with appropriate research, opinions and evidence as may be required.

To provide the IPSC with appropriate research, opinion and evidence from the GB region regarding training and education as may be required.

To provide UKPSA affiliated organisations with technical and practical assistance to enable them to establish safe and effective systems of training within their organisation.



Training and Education Doctrine.

The development, maintenance and publication of suitable doctrine to support the safe and effective delivery of all training and education within the GB region.

The identification and incorporation of recognised 'current best practice' within UKPSA training and education doctrine.

Administration.

The establishment and maintenance of a fair and transparent system for Association members to qualify and progress as a member of the Associations cadre of training personnel.

The establishment and administration of codes of conduct and standards for the Associations cadre of training personnel.

The introduction and management of a fair and just system to hold to account members of the Associations cadre of training personnel.

The maintenance of current records for the individual qualifications and currencies of members of the Associations cadre of training personnel.

The maintenance of current records of all training and education activities delivered by the Associations cadre of training personnel.

The maintenance of current records for all individual qualifications awarded by the Associations cadre of training personnel to Association members.

The provision of appropriate identification, apparel and equipment to the Associations cadre of training personnel as required.

Assurance.

The provision of 1st party assurance to Sports Council that a 'safe system of training' is maintained within the GB Region.

The provision of 1st party assurance that training and education activities are consistently delivered to the standards set within the Associations training and education doctrine.

The commissioning of 2nd and 3rd party assurance of training and education activities and doctrine as required.

